

# **newsline** extra

A Missouri State Library news service

October 26, 2004

*Newsline Extra features time-sensitive information about State Library programs and current news of interest to the Missouri library community.*

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## **One week left to comply with new E-rate/FCC demands**

The Federal Communications Commission (FCC) recently ruled all public and school libraries must acquire FCC registration numbers to participate in the E-rate program.

**Library districts must have at least one FCC registration number by November 1, 2004.**

While the FCC requires *each library building* to have an FCC registration number, they are now giving libraries more time to request the additional information for each building. Library districts with multiple buildings only need one FCC number by November 1, but libraries are encouraged to go ahead and register all library buildings, as each one will eventually need an FCC number.

**Libraries receiving Internet access through the REAL Program must acquire an FCC number, and those libraries not in compliance will forfeit the E-rate discount, which can equal thousands of dollars.**

State Library and MOREnet staff will monitor the input of data by the libraries to ensure FCC compliance. Libraries are encouraged to complete this registration promptly. For instructions on how to fill out the online form and for more information, go to <http://www.more.net/services/e-rate/fccrequiremento1.html>. The online form that must be filled out by a library representative for each library building can be found at <https://svartifoss2.fcc.gov/cores/CoresHome.html>. The State Library thanks you in advance for complying with this request. If you have questions or concerns, please contact Nathaniel Albers at (800) 325-0131, ext. 14 or at [nathaniel.albers@sos.mo.gov](mailto:nathaniel.albers@sos.mo.gov) or Barbara Reading at (800) 325-0131 ext 4, [barbara.reading@sos.mo.gov](mailto:barbara.reading@sos.mo.gov).

## **Jackson location for YA services workshop now full**

Registration for the November 3 *Connecting Teens and Books* workshop at the Riverside Regional Library in Jackson is now full. Space is still available for the November 5 session at the Lebanon-Laclede County Library.

*Connecting Teens and Books*, offered by the Missouri State Library, provides participants with an opportunity to explore collection development, collection marketing, and readers' advisory services targeted to teens. For more information or to register for the November 5 session, go to <http://www.sos.mo.gov/library/development/workshop/connectingteens/>.

## Bibliostat statistics collection update and tips

The annual statistical data collection for Missouri public libraries is in full swing. While submitting their surveys, many libraries have called and asked questions about several data elements in the Bibliostat program. State Library staff has developed a brief list of answers and other observations about Bibliostat to assist libraries in completing their entries. These answers are listed below by subject and corresponding Bibliostat number. The State Library appreciates your comments and thanks you for your input.

### Service Outlet(s)

Libraries that do not have any service outlets **will not** see this part of the survey. Bibliostat has removed it at our request, generated by your reports that the “service outlets” part was causing difficulties, such as triggering edit notices and not allowing you to submit your survey. Libraries that have branches or other service outlets will continue to see this part of the survey and be able to use it.

### Main Library or Administrative Office

**1.1 & 1.2** If your fiscal year is January 1 through December 31, enter it as is, *e.g.*:

1.1 01/01/2003

1.2 12/31/2003

Bibliostat has removed the edit check in connection with these two elements.

**1.5** “Legal Basis Code” is a pre-filled element. “LD” stands for library district.

**1.26** “Data Source” – Please indicate the source for the number you reported in the previous data element, 1.25 – “Latest Estimated Population of Legal Service Area.” Examples include updated estimates from the U.S. Census Bureau, or other reliable planning agencies.

**1.31** “Matches” refers to the previous 1.30 – “Geographic Types.” This element offers the drop down box options of “exactly” or “most nearly.” If you checked “city” or “county” in 1.30 and your library district boundaries match “exactly” the city or county boundaries, then choose “exactly.” If not, choose “most nearly.”

### Personnel

**3.1a** Report here only information about librarians that have a Master of Library Science or a master’s degree in library science from an American Library Association accredited institution. (Or similar, *e.g.*: University of Missouri offers a M.A. from the ALA accredited SISLT (School of Information Science and Learning Technologies).

**3.1b** For purposes of the survey, the maximum number of weekly hours for any one employee is 40.

**3.1c** FTE = Full Time Employment = 40 hours per week.

- 3.2a** Report all the employees or other staff with the title of “librarian” that perform services, involving (reference) services, programs, and work with the public library users.
- 3.2b** If you have staff that works 5, 10, 15, 20, 25, 30, or 35 hours per week, just add all those numbers before you report them here, *e.g.*:  
2 staff x 15 (=30) +  
2 staff x 20 (=60) +  
4 staff x 30 hours (=120) =  
Total in 3.2b = 210 hours.
- 3.2c** This element is grayed out and the program will tabulate automatically. For instance, if you entered “210” in 3.2b, it will show “5.25” in 3.2c (210 divided by 40).
- 3.5a** Please count your volunteers that work (or volunteer their time) in connection with the genealogical society that has materials housed in your library, especially if these volunteers help the public with genealogy questions.
- 3.7** You **cannot** report more than 40 hours here, but you can report less.

### **Operating Revenue**

- 4.4** If you have more than one voted tax rate level collected per single district, please report one (of your choice) here and report the other rates as a state note on the note pad provided to the right of the box.
- 4.9** If you received any A&E payment during your library’s reporting year, please report it here.

### **Operating Expenditures**

- 5.1 – 5.3** Report funds from state aid, equalization, and any other grants within the expense type in which they were spent.
- 5.15** If you spent the last installment of the A&E payment from a previous year, please, report it here.

### **Library Collection**

- 7.17** In the pop-up text page that comes up when you click on the (green) “here” link, please, write down the names of the databases that your library pays for. **Do not** list the ones that come with your MOREnet membership (e.g. EbscoHost).

### **Certification**

If the person who fills out the form is the head of the library, then just submit the same name twice. If the person filling out the form is different from the head of the library, then sign your name by typing it in the first box (with your title) and have the head of the library sign (type in their name) and date it below. (Two different names.)

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To be placed on the e-mail list to receive *Newsline Extra* or to unsubscribe, contact the Missouri State Library at 800-325-0131, ext. 8, or e-mail [holly.dentner@sos.mo.gov](mailto:holly.dentner@sos.mo.gov).

Newsline Extra will be archived for six months on the State Library's Web site at [http://www.sos.mo.gov/library/newsline\\_extra/](http://www.sos.mo.gov/library/newsline_extra/).

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